



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #09-40

Grade: Administrative Band, Level III FLSA: Non-Exempt
Salary: \$60,989 - \$95,026 Per Annum
(Includes Locality Pay)
Position: One Located in Arlington, VA
Relocation Expenses Will Not Be Paid
Open: 08/06/09 CLOSING DATE EXTENDED Close: 08/25/09

AMENDED

Executive Assistant

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified candidate for the Executive Assistant position within the OIG functional area of the Joint Legal Services Center (JLSC). Successful candidate will serve as Executive Assistant and office manager by providing general administrative direction to other support personnel under the auspices of the Assistant Inspector General for the Office of General Counsel. Candidate will (1) maintain calendar, online work tracking tools and reports, answer phones, make travel plans, act as budget representative and maintain budget, and (2) provide recommendations or suggestions relative to analyzing, evaluating, and/or improving the efficiency of internal administrative operations, organizations, and/or management. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

ELIGIBILITY REQUIREMENTS

- Bachelor's degree from an accredited college or university or four years of related professional experience, or a combination of education and related professional experience
- Two years professional experience providing administrative support to Senior Executives

EVALUATION FACTORS

Your resume, which should be no longer than two pages, must reflect that you have experience, knowledge or skills in each of the following Evaluation Factors listed below.

- Comprehensive knowledge of administrative concepts, principles, and practices sufficient to perform independently assigned duties and responsibilities as executive assistant/office manager
- Skill in oral and written communications and ability to apply those skills in problem solving efforts
- Skill in the use of personal computers and software programs, including excel, in an office environment to extract, revise, or sort information from files, records, or databases

DESIRABLE QUALIFICATIONS

- Familiarity and expertise with various office software programs, such as Visio and PowerPoint
- Highly organized and efficient

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and a background investigation
- Ability to obtain/maintain a government-issued credit card
- May require some travel

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- A resume
- Your resume, which should be no longer than two pages, must reflect that you have experience, knowledge or skills in each of the following Evaluation Factors
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; (if unable to provide, please note reason on a separate sheet of paper)
- Evidence of Professional Certification(s), if applicable
- Applicants claiming Veteran's Preference must attach a copy of member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran's preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30 percent or more.

NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MAY BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources, 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

WHY APPLY WITH THE POSTAL SERVICE OIG?

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro! (For Arlington, VA Location)**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

Job Line Number:
703-248-2210
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsoig.gov

AN EQUAL OPPORTUNITY EMPLOYER